

TITLE: Financial Services Manager

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DEPARTMENT: Finance and Management ServicesREPORTS TO: Finance and Management Services DirectorSUPERVISES: Accounting Assistants, Administrative AssistantsDEFINITION

Plans, organizes, and manages the specific financial operations for the City including Payroll, Purchasing, Accounts Payable, Utility Billing Services, Licensing Services, Assessment Billing services. Performs special project work for FMS Director, City management and City Council.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages special projects that have department- and City-wide implications as requested by FMS Director, City management and City Council. Coordinates staff, resources and timelines. Provides recommendations and oversees implementation.

Review, evaluate, recommend and implement efficiencies within City functions and improve effectiveness of services provided. Analyzes and recommends improvements to existing financial and accounting practices and procedures.

Serves as primary liaison with independent auditors in developing the audit scope, responses to auditors' findings and recommendations.

Reviews, evaluates risk and cost benefits of the City's internal control structure. Provides recommendations and training to City staff.

Manages Financial Services division operations to achieve goals within budgeted funds and available personnel. Establishes goals and objectives for division within department guidelines. Reviews progress and makes changes in priorities and schedules as needed.

Establishes policies, procedures, and performance standards to assure efficient and accurate division activities in compliance with City guidelines, goals, and objectives and generally accepted accounting principles.

Provides technical advice and assistance to department and City staff regarding governmental accounting practices and related information.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations. Coordinates the development and maintenance of computerized financial information systems for assigned operations.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and motivation to make full use of individual capabilities.

Prepares division budget and monitors and documents expenditures.

#### OTHER JOB FUNCTIONS

Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment and may require travel to meetings.

#### QUALIFICATIONS:

##### Knowledge of:

- Practices, principles and procedures of municipal accounting, auditing, and financial planning.
- Fiscal management including budget preparation, expenditure control and record keeping.
- Management and supervisory principles, practices and methods.
- Laws, rules, and regulations applicable to assigned operations and generally accepted accounting principles.
- Generally Accepted Accounting Principles and understanding of internal controls.

##### Ability to:

- Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Develop division goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Communicate effectively, both orally and in writing.
- Develop and maintain a team oriented working environment.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree or post baccalaureate certificate in accounting, business administration or related field and five years progressively responsible experience in municipal accounting, including supervision and/or management.

Licenses, Certificates, and Other Requirements

Valid driver's license.

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